

**BUTLER AREA SEWER AUTHORITY**  
**MINUTES OF THE AUGUST 11, 2020 REGULAR MEETING**

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The regular meeting of the Butler Area Sewer Authority (BASA) Board was hosted on Tuesday, August 11, 2020 at 9:00 a.m. at the Authority office located at 100 Litman Road, Butler, PA through a Zoom Video Conference (Meeting ID 897-4316-6570, Password 049368).

**Authority Board Members Present via Zoom Video Conference:**

- *Gerald S. Patterson, Jr., Chairman*
- *Cynthia S. McKnight, Vice Chairman (arrived 9:25 a.m. in person)*
- *Paul F. Sybert, Secretary*
- *Kenneth L. Henry, Treasurer*
- *Edgar E. Hassler, Jr., Assistant Secretary/Treasurer*

**Staff, Consultants and Guests Present via Zoom Video Conference:**

- *Duane McKee, Executive Director*
- *John Schon, Operations Director*
- *Ronata Lavorini, Finance Director*
- *Daniel Slomers, Authority Engineer*
- *Virginia Ferderber, Collections and Payables Coordinator*
- *Michael Hnath, Authority Solicitor*
- *Rachel V. Carroll, Hatch Authority Engineer*
- *Sean Garin, Dinsmore & Shohl - Bond Legal Council*
- *Jay Wenger, Susquehanna Group Advisor, Inc.*
- *Jeff Smith, City of Butler Council*

*To encourage social distancing the BASA Board held their meeting virtually via Zoom Video Conference. No Public attendance was permitted to the August 11, 2020 Regular Board Meeting. The public was invited to provide comment during the meeting via Zoom Video Conference. The public was also invited to provide comments by emailing to [publiccomment@basapa.org](mailto:publiccomment@basapa.org). Public comments provided via email needed to be submitted prior to 8:30 a.m. on August 11, 2020.*

**1. CALL TO ORDER**

- *Mr. Patterson called the meeting to order at 9:08 a.m.*

**2. ROLL CALL**

- *Mr. McKee conducted roll call. Mr. Patterson, Mr. Sybert, Mr. Henry, and Mr. Hassler were present via Zoom Video Conference. Ms. McKnight was absent at the start of the meeting. Ms. McKnight arrived in person at the BASA office at 9:25 a.m. to participate in the meeting.*

**3. PUBLIC COMMENT: AGENDA ITEMS (Time Limit – 5 Minutes)**

- *None*

**4. APPROVAL OF MINUTES**

**A. July 14, 2020 Regular Meeting**

- *A motion to approve the July 14, 2020 meeting minutes was made by Mr. Hassler and seconded by Mr. Sybert. Motion approved 4-0.*

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- *Mr. Wenger recommended that the excess funds remain in the DSRF and be evaluated prior to year-end in conjunction with the 2015 refinancing. Mr. Garin agreed with this approach. No distribution of the DSRF monies will take place at this time. No Board action was necessary.*

**7. APPROVAL OF WARRANTS/OTHER PAYMENTS**

- A. Invoice Warrant Lists: July 22, 2020 (\$99,829.18), July 30, 2020 (\$63,084.33), August 3, 2020 (\$790.61), August 11, 2020 (\$13,577.51), August 11, 2020 (\$46,799.39), and August 11, 2020 (ACH Transfer-\$57,549.98)
- *Ms. Lavorini reviewed the warrants listed above.*
  - *A motion was made by Mr. Henry and seconded by Mr. Patterson to approve the warrants listed. Motion approved 5-0.*

**8. FINANCE DIRECTOR'S REPORT**

- A. Authority Fund Statements and Budget Report – July 31, 2020
- *Ms. Lavorini reviewed the Authority Fund Statements and Budget Report for the month and fiscal year ending July 31, 2020 noting that total operating revenues came in at 98.4% of budget and expenses, excluding interfund transfers, came in at 91.4% of the anticipated budget.*
- B. Investment Update
- *Ms. Lavorini noted that one CD matured during the period and that all proceeds were placed in the Authority's liquid PLGIT Prime account, currently earning a rate of return of 0.33%, down from 1.76% in February 2020. She noted that the interest rates on the liquid funds will more than likely continue to drop. Comparatively, CD net interest rates for 180-day and 365-day investment periods were only 0.07% and 0.15%, respectively.*

**9. EXECUTIVE DIRECTOR'S REPORT**

- A. Plant Superintendent's Operations Report – July 2020
- *Mr. McKee informed the Board that the reports were in their packages and asked if there were any questions.*
- B. Field Superintendent's Operations Report- July 2020
- *See above.*
- C. Realty Transfer I&I Inspection Report – July 2020
- *See above.*
- D. Emergency Chlorine Contact Tank Repair Work
- *Mr. McKee informed the Board that a maintenance project on the round chlorine contact tank was started yesterday and that the deterioration of the tank is greater than anticipated. The contractor will need several more days and several more truckloads of concrete to properly repair the tank. This tank is essential to comply with permit limits when we have high flows. The current low flows are not a problem, but the work must be completed immediately to bring the tank back online. The cost will exceed the \$21,000 bid limits but the repairs are an*

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*information was provided with the purchase order and will be included with the invoices to document this emergency work.*

**12. FISCAL AND CONTRACTING MATTERS**

- A. Consider Awarding Professional Engineering Services for the Phase 1, SCADA Upgrade to Process and Data Automation
- *Mr. McKee reviewed the justification memo provided to the Board and requested authorization to proceed with Phase 1 of the SCADA project.*
  - *A motion was made by Ms. McKnight and seconded by Mr. Sybert to approve the engineering proposal submitted by Process and Data Automation (PDA) in the amount of \$104,540 for Phase 1 of the SCADA upgrade. Motion approved 5-0.*
- B. Consider the Purchase of Ignition SCADA Software from Process and Data Automation
- *Mr. McKee reviewed the justification memo provided to the Board and request authorization to proceed with the purchase of the Ignition SCADA Software.*
  - *Ms. McKnight asked if this was a re-occurring fee or a one-time purchase cost. Mr. McKee explained that this was a one-time purchase cost but there will also be a small annual maintenance fee for software upgrades.*
  - *A motion was made by Mr. Henry and seconded by Mr. Hassler to approve the purchase of the proprietary Ignition SCADA Software from Process and Data Automation in the amount of \$30,440. Motion approved 5-0.*
- C. Determination of Debt Service Reserve Fund Valuation Proceeds
- *Moved to Item Number 6 above.*
- D. Introduce Refinancing the 2015 and 2016 Sewer Revenue Bonds, as well as Possible New Money Bond Issue in 2021
- *Moved to Item Number 5 above.*
- E. Consider Approval of Maher Duessel CPA's Proposal to Prepare the 2015 Bond Arbitrage Rebate Calculation
- *Ms. Lavorini reviewed the proposal submitted by Maher Duessel to perform the arbitrage rate calculation for the 2015 Bonds. Ms. Lavorini confirmed the calculation is necessary even though the Board is considering refinancing the 2015 Bonds.*
  - *A motion was made by Mr. Patterson and seconded by Mr. Sybert to approve and authorize Maher Duessel to perform the arbitrage rebate calculation for a fee of \$2,500. Motion approved 5-0.*

**13. OLD BUSINESS**

- *None*

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